Borough of West Reading

Residential Requested Accessible Parking Space Policy

Resolution 2024-11

Section A. Application Process

1. A resident may request an on-street accessible parking space by applying to the West Reading Borough Police Department.
2. New applications shall be reviewed by the Borough Traffic Committee, who will make a recommendation to Borough Council.
3. Borough Council will make the final decision regarding granting accessible parking space designations during the March, June, September and December Borough Council meetings.

Section B. Criteria

Upon receipt of a completed application, the Chief of Police or their designee will review the application to ensure the following conditions are met:

1. The applicant is a resident of the Borough of West Reading and holds a current disabled parking placard; and
2. The applicant resides on the street where the on-street handicapped parking space is requested; and
3. The applicant supplies the vehicle's license plate number and/or disabled parking placard number with expiration date for verification; and
4. The applicant must be able to demonstrate that off-street parking is unavailable or unsuitable; and
5. The number of spaces located within any block does not exceed 10% of available spaces, but not less than one. The 300 Block of South Seventh Avenue and 200 Block of South Sixth Avenue that are primarily used for hospital or medical services may not exceed 30% of available spaces.
6. The on-street accessible parking space should be installed in front of the applicant's property, unless deemed unfeasible by the Borough, and then such space should be placed as near to the requested property as possible; and
7. The requested parking space does not conflict with any parking restrictions already in place and the parking space in front of the residence is at least 22 feet in length; and
8. The applicant agrees to advise the West Reading Borough Police Department whether the accessible parking space is no longer required.

Section C. Installation or Revocation

Installation. If the request is approved, the Borough of West Reading shall mark the space and install the on-street accessible parking signage.

Removal. The Borough of West Reading shall remove the accessible parking space designation under the following conditions:

1. **Annual reporting.** After approval of the application, the applicant shall submit an annual renewal application to verify continuance of their disability. In January of each year the West Reading Police Department shall mail (via regular first-class mail) each applicant the renewal application. If the applicant fails to submit the renewal application by March 15th of that year or if the resident has moved or if at the discretion of the Chief of Police the space is no longer needed, the Borough of West Reading will remove the space.

2. Additionally, should a determination be made by the Police Department that the space is being misused by the applicant, or that the on-street accessible parking space is not in conformance with this Policy, then the Police Department will make a recommendation to the Borough Council of West Reading to have the on-street accessible parking space removed.
3. If the decision is made to remove the on-street accessible parking space, the applicant will be notified in writing of the decision.

Section D. Standards

1. All accessible parking spaces permitted prior to the effective date of this policy shall be allowed to remain as located but must be renewed annually for each calendar year thereafter.
2. In the event that the previously permitted spaces exceed the maximum allowed per block, the Borough of West Reading may refrain from granting any additional spaces in that block until the number of accessible spaces falls below the maximum allowed.
3. A handicapped parking space remains open to the public. The resident does not have exclusive use of the accessible parking space. Any valid accessible parking placard or disabled veteran license plate may park in the accessible parking space.
4. The Borough Council of West Reading Borough may approve or deny the request. The Borough is under no obligation to provide an on-street accessible parking space.

Section E. Effective Date

The effective date of this revised policy is March 18, 2025.

DULY ADOPTED AND APPROVED this 18th day of March 2025.

BOROUGH OF WEST READING

By: _____
Ryan Lineaweaver, Council President

Attest: Cynthia Madeira
Cynthia Madeira, Borough Secretary

Examined and approved this 18th day of March 2025.

Samantha Kaag
Samantha Kaag, Mayor